

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120

CAREER AND TECHNICAL EDUCATION MEMO NO. 089-15

DATE: July 7, 2015

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: Requesting Original Teacher Lesson Plans for the *R U Ready* Series

The Virginia Department of Education (VDOE), in partnership with Virginia Business Publications, LLC, annually produces the *R U Ready?* magazine, a career resource designed especially for and distributed to tenth-grade students in Virginia public schools. Previously, *Ready or Not*, the teaching companion to the *R U Ready?* magazine, has provided lesson plans that directly correlate to the articles in the *R U Ready?* magazine, but has not offered lessons related to broad areas such industry credentials, nontraditional careers, entrepreneurship, and work-based learning (e.g., internship, job shadowing, and apprenticeships).

As announced in [Superintendent's Memorandum 160-15](#), beginning with the 2016 edition, the Office of Career and Technical Education (CTE), in collaboration with the CTE Resource Center, is inviting classroom teachers to submit original lesson plans in the areas aforementioned that correlate with the *R U Ready?* magazine theme, *Elevate Your Learning . . . and take your skills to the next level*. The completed lesson plans are due to the CTE Resource Center by September 15, 2015.

Lesson plans must be

- original and not violate copyright laws.
- appropriate for completion within a class period.

The following topics can be utilized for lesson plan submissions:

- Industry credentials
- Nontraditional careers
- Work-based learning (e.g., internship, job shadowing, and apprenticeships)
- Entrepreneurship
- Leadership development
- Professional use of social media
- Career readiness

Each lesson plan must include the following components:

- Objective(s)
- Resources/Materials
- Anticipatory activity (a teacher-initiated review of prerequisite concepts or topics to refresh the student's memory of previous lessons, to teach critical vocabulary, or to introduce new or related topics)
- Lesson activity
- Closure activity (utilization of a natural stopping point to relate the objective to other fields or topics or to raise a related question to consider in preparation for the next lesson)

Please complete the attached 2016 *Ready or Not* Lesson Plan Submission Form and return it by September 15, 2015 to Kathryn Cobb at kcobb@cteresource.org. If you have questions, please contact the CTE Resource Center at 804-673-3778.

Thank you for your continuing support of Career and Technical Education.

LBH/aab

Attachment